

24 August 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Briefing of OTR Employees

The official reorganization of the Office of Training became effective 15 August 1973. I briefed OTR employees, in three separate meetings on 15, 16 and 17 August, on the purpose and goals of our new organization.

B. Intelligence Studies

On 20 August [redacted] a Senior Fellow at the Council on Foreign Relations, spent the day consulting with C/II on some of the work planned for the new Intelligence Studies Branch. [redacted] presented a number of ideas for potential "discussion groups" in which knowledgeable senior Agency officers would be brought together in successive meetings, in some instances with outsiders, to discuss a topic of interest to CIA. We hope to get such an effort started on a modest scale this fall. Based on his experience with discussion groups at the Council, [redacted] also had a number of suggestions concerning the organization, administration and other aspects of conducting such activities.

C. DDI Career Trainee Applicants

There has been positive response to the recent notice circulated by [redacted] Chief, Administrative Staff, DDI, urging DDI employees to refer qualified candidates to the Career Training Program for consideration. Thus far, ten people have been referred; and at least three of these will be processed by the Program.

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D. Chinese Language

On Tuesday and Wednesday, the Chief and Deputy Chief of the Language Learning Center attended a conference hosted by the Foreign Service Institute. The participants agreed to: (1) Undertake a study of the changes in Chinese used in the Peoples Republic of China; (2) Prepare training materials to reflect these changes; and (3) Set up a Task Force to develop a core course or model after which other courses can be designed. (DC/LLC will be OTR's representative on the Task Force.)

E. Information Science Training Program

Alterations commenced on Monday, 20 August, for the classified and unclassified remote terminal areas in Chamber of Commerce Building for the Information Science Training Program. The unclassified area is scheduled for completion prior to the start of the first course on 17 September 1973. The classified area should be completed and equipped in early October.

F. Midcareer Course

The 37th class was opened on 22 August by Mr. Colby, substituting for General Walters. Mr. Colby stressed the one-Agency theme and the place of an American intelligence service. He also pointed out the new thrust in the Agency: the need for the analyst to understand and use technology and the need to fashion our intelligence product so it won't languish in the consumers' in-box.

The class, with two women members, is the youngest yet -- 37.0 years, and has the lowest average grade and service in the Agency of any class to date.

II. Upcoming Developments

A. CIA Today and Tomorrow

We have received a quick reaction to the OTR Special Bulletin announcing the next running of CIA Today and Tomorrow which was published last Friday. About 40 Agency employees have enrolled; this, together with the seventy or so held over from the last course, brings the total to about 110. We expect many more requests for enrollment before the program begins on 25 September.

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B. Foreign Affairs Executive Seminar

Enrollment for the 10 September Foreign Affairs Executive Seminar (FAES) continues at six. After his briefing of the DDO this week, [] DDO/TRO, informed us that the DDO will have two candidates for each future running of the FAES.

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Alfonso Rodriguez
Director of Training

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